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AGM S &M (CM) O/o CGMT ,BSNL, CO Mumbai		भारत संचार निगम लिमिटेड (भारत सरकार का उपक्रम) BHARAT SANCHAR NIGAM LIMITED (A Govt. of India Enterprise)
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CGMT/MH/S &M/ERP Corr/100

14 / 06 / 2016

To

All SSA Heads
MH Telecom Circle.

Sub:- The Go-live of SD Module of SAP-ERP w.e.f. 20.06.2016- Pre Go-live activities & check list reg.

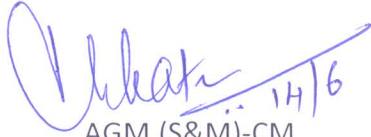
Ref :- E-mail from SDE ERP, ITPC Pune @ 10 /06/2016

As per above cited subject & reference, the dates are as below:

- 1.Blackout start date:18.06.2016**
- 2.Go-Live start date (N):20.06.2016**

The pre-go-live checklist & Annexure-1 are enclosed herewith for the necessary action of all concerned.

This is as per the approval of competent authority please.


AGM (S&M)-CM
O/o CGMT BSNL, CO Mumbai-54.

Copy for information & necessary action to:

- 1.CGMT, MH circle.
- 2.GM (F) , CO Mumbai.

Pre Go-Live Check List – SD Module

As per the email received from SDE(ERP), ITPC Pune, the dates are given below:

1.Blackout start date:18.06.2016

2.Go-Live start date (N):20.06.2016

All SSAs are requested to submit/upload the updated templates which are assigned to them on MANTIS (<http://10.197.216.213/>)

Sl. No.	Activities to be performed	Action to be taken by	Target Date (N-Date of Go-live)
1	The CDR network is to be extended to all the terminals of CSC/AO (Sales).	Circle / SSA	Immediate
2	Installation of SAP GUI at all the terminals of CSC/AO(Sales).	Circle / SSA	Immediate
3	Training to End users – Trainers from Circle and training centres have already been trained. Circles to ensure that SD training to 100 % SD end users (CSC staff / AO/CAO) is completed one week prior to scheduled go-Live date. This is very important activity for successful Go live.	Circle	N-7
4	Provisioning of collection roles to CSC in-charges/AO/CAO – This can be checked by executing T-code – “ZCMSales” and Checking all transactions available under the menu “AO collection Transactions” and “CSC collection transactions”. In case authorisation is not available with few users, the same can be got provisioned by raising PIS issue.	Circle FICO Team	Immediate
5	Upload of FT19 template - PMS Bank Details data for Collection. If already not uploaded, the data may be got uploaded.	Circle FICO Team	Immediate
6	Black out Preparation – 1. During blackout period no sales activities to be performed. 2. The Channel partners may be informed in advance to procure sufficient stock (SIM/recharge Inventory / C-Topup) at least for 4-days to cope up with blackout period requirements & unforeseen delays. However in case of emergency C-TOPUP sales to channel partners may be permitted. 3. CSC users may be strictly asked not to transact from their C-Topup demo SIMS during blackout period.	Circle/SSA	N-2
7	Provision of Data in Templates as per timelines given in Annexure-1 .	Circle/SSA	As per Annexure-1
8	Stock transfer authorisation to be removed from users in Sanchar soft (SS).	Circle / SS Team	N-2
9	Removal of authorisation from PYRO users for crediting C-TOPUP wallet.	Circle / PYRO Team	N+2

	Verification of following Data uploaded in SAP with data provided in concerned templates through directly logging in SAP PRD server. In case any discrepancy is found, the related details to be provided by SSA SPOC in respective templates to Circle SPOC, who will compile it template wise for whole circle and provide it to ITPC Zonal Team for upload of correct data.			
10	1	Verification of R & A SD27 template data. – By logging in ERP-SAP individually by all end users and executing following T-codes: CSC Staff : Run T-code – “ZCMSales” and Check for “Create sales order”, “Issue invoice” and “ZFI003” AO Sales : Run T-code – “ZCMSales” and Check for “Create sales order”, “Issue invoice” and “ZFI017”	Circle/SSA	N-7
	2	Verification of Master data SD05, SD06, SD07, SD08, SD10, SD11 & SD12 Templates - Price Master Data including Taxes by Circle SPOC	Circle	N-5
	3	Verification of SD31 template data - Mapping of Materials by Circle SD SPOC	Circle	N-5
	4	Verification of SD32 template data - Mapping of CSCs with customers by SSA SPOC	Circle/SSA	N-5
	5	Verification of SD33 template data - Mapping of customers by SSA SPOC	Circle/SSA	N-5
	6	Verification of SD34 template data - Mapping of SLOC by SSA SPOC	Circle/SSA	N-5
	7	Verification of SD35 template data - Mapping of SSA by Circle SPOC	Circle	N-5
	8	Verification of SD41 template data - Saleable Material inventory quantity by the respective end users.	Circle/SSA	N-1
	9	Verification of SD42 template data – CSC C-Topup Open Balances by the respective CSC users.	Circle	N-1

SD Template – guidelines & targets

S. No.	Name of Template	Template to be filled by	Focus points	Target (N – Go-live Date)
1	SD05_CM-CFA Master Data Material Price Inclusive	Circle	Latest & complete data to be provided afresh.	N-15
2	SD06_CM-CFA Master Data Material Price Exclusive	Circle		N-15
3	SD07_CM-CFA_Material_Price_Master_VAT_Data	Circle		N-15
4	SD08_CM-CFA_Material_Price_Service_Tax_Data	Circle		N-15
5	SD10_CM_Process_Discount (ZCOM) on material	Circle		N-15
6	SD11_CM-CFA_Process Discount % (ZK07) on material	Circle		N-15
7	SD12_CM-CFA Process Discount % (ZK08) on Material Group	Circle		N-15
8	SD30_CTOPUP_MINLIMIT-Mapping	Circle		N-15
9	SD31_ZSDIN_Material-Mapping_SAP_SS	Circle		N-15
10	SD32_ZCSC_ASSIGN_Customer-SLOC Mapping	SSA		N-15
11	SD33_ZSDIN_CU(Customer) code mapping-SAP-SS-Pyro	SSA		N-15
12	SD34_ZSDIN_SL - Mapping_SAP_SS	SSA		N-15
13	SD35_ZSDIN_SSA-SAPcode mapping with SSA Name	Circle		N-15
14	SD27_Role & Authorisation_CM	SSA	<p>Latest & complete data to be provided afresh.</p> <p>At least Following roles to be requested for each CSC Staff/AO/CAO:</p> <ol style="list-style-type: none"> 1. ZSD_M_CMSALES_CM 2. ZSD_M_SOMAIN_CM 3. ZSD_M_DELMAN_CM 4. ZSD_M_BILMAIN_CM 5. ZMM_StorageLocation 6. ZSD_M_Plant 	N-10
15	SD41_Material Inventory	SSA	<p>Closing Inventory data just before start of Blackout period to be provided in template.</p> <p>Inventory data (excluding expired) of each CSC to be filled in SD41 template against the material codes provided in the material dump only. If material code for any inventory is not available in the material dump, such inventory need not be filled in SD41 template. The material Dump available on ERP Help Desk can be downloaded by clicking at following link http://10.197.216.213/Templates/SD/Guidelines-Material(Saleable)%20dump%20with%20SAP%20code.xls</p>	N-2
16	SD_42_CSC CTOPUP Open Balances	Circle	Closing Inventory data just before start of Blackout period to be provided in template. Data to be taken from Pyro system only.	N-2

Pl. Note: 1. Blackout start date : 18.06.2016
 2. Go-live start date(N): 20.06.2016